

**MINUTES OF THE REGULAR MEETING
OF THE
NORWICH HOUSING AUTHORITY
HELD WEDNESDAY, JULY 10, 2019**

The Board of Commissioners (“Board”) of the Norwich Housing Authority (“Authority”) met in regular session at the main office of the Norwich Housing Authority, 10 Westwood Park, Norwich, Connecticut, at 4:30 PM, Wednesday, July 10, 2019.

I. Roll Call

Chairman Bergren called the meeting to order at 4:30 PM and the following answered present:

Charlie Magnan
Wilma Sullivan
Alan Bergren

Alice Cunningham was excused.

Also present were Jeffrey S. Arn, Executive Director, John Mainville, Modernization Coordinator and Joanne M. Drag, Deputy Executive Director/Finance Director.

II. Minutes

A. Ms. Magnan moved and Ms. Sullivan seconded the motion to adopt the minutes of the regular meeting held on June 12, 2019. Motion carried unanimously.

III. Communications

A. Community Comment / Public Comment – Ms. Edith Tudisco, 206 Westwood Park, addressed the Board regarding compliance with the non-smoking policy. Mr. Arn noted that he and the Property Manager are aware of the situation and are working to resolve the issue.

B. Letter dated June 20, 2019 from David Holmes, Partner, Capital Studio Architects, regarding the Oakwood Knoll Window Replacement project. Mr. Mainville reviewed the bid tabulation form and the recommendation letter from Mr. Holmes to award the contract to Barry Associates. A resolution regarding this project is on the Board’s agenda.

C. Letter dated June 28, 2019 from Joan Wessell, Executive Director, Senior Resources Agency on Aging awarding a grant for the Federal Resident Services Coordinator Program. Miss Drag noted that this grant partially funds the part-time Federal Resident Services Coordinator position. The Authority is very grateful for the support it has received from Senior Resources for the past sixteen (16) years.

D. E-mail dated July 1, 2019 from DeeAnn Walker, Program Manager, Integrated Assessment Subsystem, HUD, regarding the Small PHA Designation Notification and Public Housing Assessment System (PHAS) Score Report for March 31, 2019. Mr. Arn reviewed the score with the Board and noted that the Authority is considered a High Performing Housing Authority.

Commissioner Rucker joined the meeting at 4:55 p.m.

E. Memo dated July 1, 2019 from Jeffrey Arn, Executive Director, regarding the Annual Audit Services for Fiscal Years 2020 – 2022. Mr. Arn and Miss Drag reviewed the proposals with the Board. A resolution regarding the contract for audit services is on the Board's agenda.

F. Memo dated July 1, 2019 from Jeffrey Arn, Executive Director, regarding the increase in employee contribution to the Municipal Employees Retirement System (MERS). Mr. Arn reviewed the letter dated June 25, 2019 from the State of Connecticut, Retirement Services Division regarding the increase in the employee and employer contribution rates that were effective July 1, 2019. He is recommending to the Board that the employees that participate in the Municipal Employee Retirement System (MERS) be given a one-time pay increase of half of one (.50%) percent retroactive to July 1, 2019. This increase is offset by the reduction of the employer's contribution rate of .49%. A resolution regarding this request is on the Board's agenda.

Ms. Magnan moved and Ms. Sullivan seconded the motion to receive Communications B. through F. above. Motion carried unanimously.

IV. Report of the Executive Director

A. Bills – Ms. Magnan moved and Ms. Sullivan seconded the motion to approve the bills for June 2019. Motion carried unanimously.

B. Vacancy Reports – Mr. Arn noted that the Authority had 32 vacancies as of July 1, 2019. There are six units at Eastwood Court and one unit at Sunset Park that are not being leased as those units are a part of the MOU with Reliance Health. The Eastwood Court vacancies and the unit at Sunset Park will be filled this month and Reliance Health has requested to rent another two bedroom unit at Sunset Park.

C. Modernization Report - John Mainville, Modernization Coordinator, prepared the report. Mr. Arn and Mr. Mainville reviewed the same with the Board. The Authority was awarded a State Sponsored Housing Portfolio (“SSHP”) grant from the State of Connecticut Department of Housing (“DOH”) for renovations to Eastwood Court. The PAC Group is the construction manager for this project. Renovation work started on October 9, 2018 and construction was completed on May 8, 2019. Site work will be completed by the end of July and closeout documents to be completed in August. The SSHP application for Schwartz Manor was submitted on April 27, 2018. CHFA notified

the Authority on August 21, 2018 that the project was selected for funding. This project was approved by the State of Connecticut Bond Commission on June 26, 2019. The Authority was also awarded a predevelopment grant for Sunset Park. Capital Studio Architects is developing plans and specifications for the Sunset Park interior and exterior renovation project and Eagle Environmental has been conducting preliminary testing. It is anticipated that a SSHP grant application will be submitted for renovations to Sunset Park if there is a funding round. A Community Development Block Grant (CDBG) application was submitted in February for Phase III of the Rosewood Manor Ductless Split heating and cooling project with electrical upgrades. The City Council, at its meeting held on July 1st, voted to allocate funding in the amount of \$100,000.00 for this project. Phase III is anticipated to be bid in January 2020. Bids for the Window Replacement Project at Oakwood Knoll were received on June 19th. A resolution is on the Board's agenda regarding this project. The Rosewood Manor asphalt sidewalk and parking lot replacement project will be substantially complete by the end of July. This project was delayed due to rain.

D. Section 8 Voucher Portfolio Reports - As of July 1, 2019, the total portfolio was 507 Housing Choice Vouchers.

E. Procurement Log – Mr. Arn noted the following items were listed on the Procurement Log: Repair to Fence and Sidewalk at JFK II; Roof Replacement at 21-23 Pembroke Avenue; and Sprinkler and Backflow Preventer Testing at Westwood Park.

F. Other items – None.

Ms. Magnan moved and Mr. Rucker seconded the motion to receive items B. through F. above. Motion carried unanimously.

V. Unfinished Business

None.

VI. New Business

A. Ms. Magnan moved to adopt Resolution R-19-07-1487 to award the Oakwood Knoll Window Replacement Project to Barry Associates. Mr. Rucker seconded the motion.

Roll call vote:

Ayes – Magnan, Rucker, Sullivan, Bergren

Nays - None

Motion carried unanimously.

B. Ms. Magnan moved to adopt Resolution R-19-07-1488 to enter into a contract with Eastern Connecticut Area Agency on Aging (dba Senior Resources Agency on Aging) for the Federal Resident Services Coordinator Program. Mr. Rucker seconded the motion.

Roll call vote:

Ayes – Magnan, Rucker, Sullivan, Bergren

Nays - None

Motion carried unanimously.

C. Ms. Sullivan moved to adopt Resolution R-19-07-1489 to enter into a contract for audit services for FYs 2020, 2021 and 2022 with Maletta & Company. Ms. Magnan seconded the motion.

Roll call vote:

Ayes – Magnan, Rucker, Sullivan, Bergren

Nays - None

Motion carried unanimously.

D. Ms. Magnan moved to adopt Resolution R-19-07-1490 to approve a one-time pay increase for employees enrolled in the MERS retirement system effective July 1, 2019. Mr. Rucker seconded the motion.

Roll call vote:

Ayes – Magnan, Rucker, Sullivan, Bergren

Nays - None

Motion carried unanimously.

B. Commission Members – None.

C. Other – None.

VII. Executive Session

No executive session was held.

VIII. Adjournment

There being no further business to discuss, Ms. Magnan moved and Mr. Rucker seconded the motion that the meeting be adjourned. Motion carried unanimously. The meeting adjourned at 5:20 PM.

Respectfully submitted,

Jeffrey S. Arn
Executive Director

Minutes approved on August 14, 2019

Alan H. Bergren
Chairman